

- ☐ Obtain **complete** driver's record from the DMV in Montpelier if new driver.
- ☐ Complete the provided application and have notarized. You **MUST** have your employer or potential employer sign in the area indicated.
- ☐ Provide to the Taxi Administration Office the following fees in the form of check or money order:
  - \$45.00 payable to the City of Burlington for background checks.
  - \$30.00 payable to the City of Burlington for the application fee.

The approval process will take 5-7 business days. If/when you are approved, you will be notified to come to the Clerk's Office to have your taxi driver's license issued. The licensing fee of \$75 will be due at that time and will also need to be a check or money order, made payable to the City of Burlington.

Taxi Administration Office Phone No. (802) 865-7011  
Business Hours: Monday – Friday, 8:00 – 4:30pm